



PRE-APPLICATION MEETING SUBMITTAL CHECKLIST

Planning & Community Development

Pre-application meetings are an integral part of the application process. It is at this stage that the applicant can be provided with a description of the process, application submittal criteria, and help clarify other agency involvement. It also allows us, other city departments and some external agencies to acquaint ourselves with the proposal. Pre-application meetings are required for certain types of permits and land use actions. Additional projects may have a pre-application meeting if desired.

The following information is necessary to schedule a pre-application meeting and will aid us in helping you prepare a complete application. Please note that not all information may be applicable to your project (especially if the decision is to be made by the City Council or Hearing Examiner, such as Type C or L permits). Please submit these items as complete as possible with your meeting request, along with completing the backside of this sheet.

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| <ul style="list-style-type: none"><input type="checkbox"/> Pre-Application Application one (1) copy only<input type="checkbox"/> Description of proposed project:<ul style="list-style-type: none">• Written description, include as much detail as possible.<input type="checkbox"/> General Information:<ul style="list-style-type: none">• Address and parcel number of the property.• Existing use of property.• Proposed number of dwelling units (if applicable).<input type="checkbox"/> Site Plan Information (to scale) – five (5) copies - 11 x 17 minimum size<ul style="list-style-type: none">• Property lines with dimensions.• Proposed site modifications, structures, building and parking layout.• Existing site conditions, structures, building location and setbacks.• Proposed vehicular access and driveways.• Location of proposed lot lines (if subdivision or other plat). | <ul style="list-style-type: none">• “Significant trees” (8” diameter at breast height for conifers, 12” for all others if known).• Existing frontage improvements (e.g. sidewalk).• Location of utilities and hydrants (if known).• Location of easements if known – access, sidewalk, utilities.• Estimate of grading quantity (if known).• Critical areas (streams, wetlands, steep slopes, etc.), use the Critical Areas Worksheet to help assess these features. Provide copies of any preliminary studies (stream typing, wetland delineation, geotechnical, etc.) if available. <ul style="list-style-type: none"><input type="checkbox"/> Building Information:<ul style="list-style-type: none">• Square footage (footprint and total).• Number of floors proposed.• Elevations (schematic).• Type of construction (if known).• Type of occupancy (if known).• Conceptual building floor plans (if possible). |
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Submittal of the pre-application materials will allow us to review existing information about your proposed site and project needs help us provide you with the information you need to. It will also aid you in preparing a complete application, complying with applicable regulations, and identifying other permits that may be required. Except for rezone requests, there is no charge for a pre-application meeting. Typically, allow 14 days or more for us to arrange the meeting. (Meetings are on Tuesday, 9:00 – 10:00 and 10:30 – 11:30 am.). If you do not know who to contact, or are not sure you’re ready for a pre-application meeting but wish to discuss the feasibility of your project, call (206) 801-2500 or stop by our offices. Please note that plans presented at a pre-application meeting are non-binding and do not vest a project in the event of a code change.

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

The Development Code (Title 20) is located at CodePublishing.com

Business Hours: M – F 8:00 a.m. to 5:00 p.m. ♦ Permit Processing Hours: M – F 8:00 a.m. to 4:00 p.m.

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